

Duplicate Diploma Request Form

Notes for Students:

1. Orders will not be processed if there are financial holds (including parking fines) on your student account
2. Diplomas are printed using the student name recorded in the university database – if you wish to have your diploma printed in another name you must change your name in the university database first. Contact Campus411 for instructions
3. Diploma orders will be processed and dispatched by USPS First Class Mail within approximately 2 weeks of receipt
4. If you wish for your diploma to be sent by courier or express mail, contact Campus411 for instructions **before** submitting this form
5. Diplomas for degrees awarded prior to 1990 may take up to 3 weeks to process
6. Please make checks payable to **Cleveland State University**; orders from outside the USA must pay by International Money Order
7. Submit in person to Campus411 (MC 116) with payment receipt attached (pay at the Cashiers in MC 115 first)
8. Submit by mail to: Office of the University Registrar, 1621 Euclid Ave KB 1409, Cleveland OH 44115 with a check attached

Part A: Student Information

Full Name: (see note 2 above)		CSU ID:
Name at time of graduation: (if different from above)		SSN: (please provide SSN if CSU ID# is not known)
Phone Number (Required):	Email Address:	

Part B: Degree Information

Degree Received	Graduation Date		Number of Copies (\$10 per copy)
	Semester	Year	

Part C: Delivery / Pickup Information

Please check **one** of the following options:

Please **MAIL** the diploma to
Address: _____
City: _____ State: _____ Zip: _____

Please **PHONE** me to arrange diploma pickup (diplomas may be picked up from the Registrar's Office in Room KB 1409 – ID must be provided at the time of pickup)

Please **EMAIL** me to arrange diploma pickup (diplomas may be picked up from the Registrar's Office in Room KB 1409 – ID must be provided at the time of pickup)

Part D: Student Signature

Student Signature (required): _____ **Date** _____

Office of the University Registrar Processing

Date Received: _____ Staff Member (initial) _____ Payment Included (Y/N) _____
 Degree: _____ Completion Term: _____ College: _____ Level of Honors: _____
 Date Processed: _____ Staff Member (initial) _____